



GET NOTICED: RESUMES THAT WORK!

FACILITATOR GUIDE

SESSION OVERVIEW

This 40 minute session will introduce students to the purpose and importance of resumes and prepare them to produce an effective, functional resume. Additional time will be required for students to complete the Resume Template Working Copy prior to inputting the resume information into an electronic resume template.

** This session is recommended following completion of the Pick Up and Go Kit Get Smart: Know Your Skills”.*

LEARNING OBJECTIVES

1. Students will be able to explain what a resume is.
2. Students will recognize the purpose and importance of a resume.
3. Students will be able to distinguish features of a high quality resume.
4. Students will identify the components of a resume.
5. Students will produce a functional resume.

MATERIALS

Hand Out 1 – Wanted!

Hand Out 2 – Resume Samples A (Mary Wantsajob) and B (Cody Newworker)

Hand Out 3 – Resume Template Working Copy

Hand Out 4 – Resume Checklist

Electronic Resume Template

Teacher References: Alberta Employment and Immigration publications
Advanced Techniques to Work Search and **Job Seeker’s Handbook**

OVERVIEW AND TIMELINES

Introduction – The “What”, “When” and “Why” of Resumes	7 Minutes
Creating a “Get Noticed” Resume	10 Minutes
Getting Started!	20 Minutes
Wrap Up	3 Minutes



GET NOTICED: RESUMES THAT WORK!

ACTIVITIES

INTRODUCTION – THE “WHAT”, “WHEN” AND “WHY” OF RESUMES

Ask the students the following three questions as an introduction to resumes.

1. What is a **resume**?

Top Up List for Facilitators

- a document that briefly summarizes an individual's education and training, experiences, accomplishments, skills and activities.
- most typically a work search tool submitted to prospective employers.
- a method of self-marketing, an “advertisement”.

2. **When** would you use a resume? *Record responses on board.*

Top Up List for Facilitators

- Paid employment
- Volunteer work
- Scholarships
- School trips
- Exchange travel
- Leadership opportunities
- Off-Campus program's applications (Work Experience, RAP, etc.)

3. **Why** is it important to develop a resume?

Top Up List for Facilitators

- Demonstrate how your skills and experience **meet the requirements** of a particular job.
- Capture **attention** and **interest** of a potential employer.
- Create a **positive impression** of you.
- Motivate an employer to contact you for an **interview**.
- Increase your own **self-awareness**.
- Increase your level of **confidence**.
- Familiarity with resume information will facilitate **answering questions** at interview.
- Easier to **update** resume for future use.

CREATING A “GET NOTICED” RESUME

Discuss the fact that a resume will create an important first impression. Explain that **many** resumes are passed over or discarded but that there are ways to construct a resume that will capture the viewer's attention and create a positive impression.

Ask the students to brainstorm a list of ideas on how to make a resume stand out positively. *Record answers on board.*



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Top Up List for Facilitators

- Not too long – 1 to 2 pages
- Not too short – must provide details of skills
- Tailored to job or opportunity applying for
- Current information, up-to-date
- Formatted well – easy to read, quick to scan, spaced properly
- Important information visible
- White paper
- Black ink
- Plain, easy to read font – for example, Times New Roman, Arial
- Font size 10 – 12 depending on length of resume (no smaller, no larger)
- No spelling or typing errors
- No short forms or abbreviations
- Not folded, wrinkly, messy

Alternate Activity: If time allows, students could brainstorm in small groups and then share their results during a class discussion. Ideas could be recorded by each group on chart paper and then shared with the class or recorded on the board during the class discussion.

GETTING STARTED!

Students will produce a functional resume. Explain that functional resumes emphasize skills and accomplishments and how these skills and accomplishments have been developed and applied. Functional resumes are ideal for individuals with little or no paid work experience or when moving to a different type of work.

Emphasize that high quality resumes must be targeted to the requirements of a specific type of work or opportunity. In many cases, generic resumes will not get noticed.

Distribute **Wanted!** (Hand Out 1).

Ask students to review the list of potential jobs and opportunities and select one that will become the focus for their resume. Students who already have a specific goal for a resume may record their idea at the bottom of the hand out.

Note: To best continue, all students must have selected a target for their resume.

Distribute one or both **Resume Samples** (Hand Out 2 – A, Mary Wantsajob and B, Cody Newworker).



GET NOTICED: RESUMES THAT WORK!

Reviewing the Resume Samples, ask students why resumes should be divided into sections.

Answer - Organizes information making the resume easier to read and the information in the resume easier to find.

Outline the section headings of the Resume Sample(s):

- Contact Information
- Objective
- Education and Training
- Work Experience
- Activities
- Demonstrated Skills and Abilities
- References

Read the objective of the Resume Sample(s) together with the students. Emphasize how, through the objective, the resume is targeting a specific opportunity and the requirements of that opportunity. The resume must focus on the needs of the employer, not the individual. For example, an objective that reads “To get lots of money from a job with flexible hours so that I can buy a truck when I get my license next year” is an individually-focused objective that does not consider the needs of the employer.

Students may use the Personal Skills Checklist and Employability Skills Checklist from the “Get Smart: Know Your Skills” session to create their objective.

Recommendation for Facilitator

Formulating the objective of a resume is often a challenging task for students as it must reflect what skills and qualities the student offers the employer and the type of work you are applying for.

To ensure completion of a quality objective statement, guide students as a group in the creation of their objectives. The objective statement must be focused on the job or opportunity selected in the Wanted! hand out. Using the Personal Skills Checklist and Employability Skills Checklist from “Get Smart: Know Your Skills”, select three skills from each that are relevant to the job or opportunity applying for. Input these skills into the formula below placing the selected personal skills in the first three spaces and the selected employability skills in the last three spaces.

(personal skill), (personal skill), (personal skill) student looking for part time work as a _____ (job title) _____ (where) _____. Strengths include (employability skill), (employability skill) and (employability skill) skills.



GET NOTICED: RESUMES THAT WORK!

Distribute the **Resume Template Working Copy** (Hand Out 3).

Explain that the Resume Template Working Copy is to be completed before inputting the information to the electronic resume template on the computer.

Emphasize the “Tips /Examples” boxes that appear for each resume section. The information featured in these boxes will assist the students in producing a high quality resume – a resume that will get them noticed!

Allow time for students to begin filling out the Resume Template Working Copy.

Note: It will not be possible for students to complete the Resume Template Working Copy within a 40 minute session. It is recommended that the working copy be completed before transferring information to the *Electronic Resume Template*.

Hand Out 4 – **Resume Checklist**, is a tool students can use after they have input their resume using the electronic resume template as a means of attaining a high quality resume product.

WRAP UP

To clarify that the learning objectives have been accomplished, ask the students these questions:

Do you understand the importance and advantages of presenting yourself positively through your resume?

Are you able to recognize the features of an effective resume – a resume that will get noticed?

Are you aware of how to produce a resume that will best highlight your skills to an individual viewing your resume?

WANTED!

Targeted Resumes Get Noticed

Read the ads below and select one of the following jobs or opportunities to apply for, or list your own idea at the bottom of the page.

SCHOOL TRIP TO FRANCE!

The selection process for this Spring Break trip begins next week, so hand in your resume at the office with a letter stating why you would be a good candidate for the trip by next Wednesday.

STUDENTS WANTED!

Busy grocery store hiring part time **Courtesy Clerks** and **Cashiers** for evening and weekend shifts. Scholarships available to eligible employees. Drop your resume off in person at the Customer Service Desk, Attention: Manager, 33 Third Street.

VOLUNTEERS NEEDED!

If you have 3 – 4 hours per week to spare, consider volunteering at the hospital on either the Pediatric or Emergency Units. Submit your resume to the Volunteer Coordinator at the Hospital.

SCHOOL LEADERSHIP TEAM

Are you interested in becoming a member of this exciting team? If so, please bring a resume to Room 222 by Friday. Interviews will be scheduled for next week.

LIKE TO WORK OUTSIDE?

The Golf Course is now hiring enthusiastic, responsible part time **Snack Shack Servers** and **Golf Cart Maintenance Assistants** for the upcoming season. Drop off your resume in person or fax it to 123-4567.

DO YOU HAVE A GREEN THUMB?

The Greenhouse is now hiring temporary part time **Greenhouse Labourers** and **Grower Assistants**. Please bring your resume in person to the greenhouse 2 km. north of Hwy. 1 at Range Rd. 111.

THE DONUT SHOPPE

If you would like to work in a fast-paced, team environment and are friendly and outgoing, part time Storefront Server positions are now available. Flexible schedule, free uniforms, scholarship program. Drop off your resume at 44 Fourth Street.

SUMMER FUN

Junior Cabin Leaders are needed for the upcoming summer months at Camp Rock. If you are enthusiastic, creative and enjoy children this is a great opportunity. Resumes will be accepted until the end of this month. Fax to the Camp Director at 234-5678.

PART TIME HELP NEEDED!

Large car dealership requires a part time **Detailer** in the Service Department. If you are precise, conscientious, independent and reliable, please deliver a resume to the Service Department Manager at 22 Second Street.

FASHION, FASHION, FASHION!

If you love clothes and would like to work as a **Sales Associate** at a trendy clothing store opening soon in your local mall, please fax your resume to 456-7890.

NOW HIRING!

Busy local restaurant is currently hiring **Bussers**, **Dishwashers** and **Hosts / Hostesses** for evening and weekend shifts. Please drop your resume off to the Manager on duty any day between 3:00 and 5:00 p.m.

DO YOU LIKE VIDEO GAMES?

A new electronics store is opening soon in your community and will be hiring **Sales Associates** and **Cashiers**. Experience as a team member and with electronics is an assets. Resumes may be faxed to 765-4321 Attention: John.

STUDENT NEEDED!

Busy welding shop requires a **Shop Labourer** 2 hours a day after school and some Saturdays. Call 987-6543 to arrange a time to drop off your resume.

ATTENTION ANIMAL LOVERS

Dependable, efficient, animal lovers are invited to apply for **Pet Care Associate** positions currently available at our southside store location – 222 Second Street. Resumes may be dropped off or faxed to 345-6789.

I would like to apply for a job as a _____ at _____.

MARY WANTS A JOB

123 Career Avenue
Big City, Alberta
A1B 2C3
403-987-6543
ilovefashion@hotmail.com

OBJECTIVE: Outgoing, creative, responsible student looking for part time work in the retail fashion industry. Strengths include communication, organization and teamwork skills.

EDUCATION AND TRAINING

Big City High School

Grade 9

Awards:

- Honour Roll June 2008
- Student of the Month November 2008

Special Courses/Certificates:

- Foods and Fashion
- Drama
- Information Processing
- Red Cross Babysitting Certificate
- Royal Lifesaving Bronze Cross
- Class 7 Alberta Driver's Licence

WORK EXPERIENCE

Usher

Big City Cinema

August 2008 - Present
Big City, Alberta

Babysitter

Mr. and Mrs. Joe Kidd

July 2006 - Present
Big City, Alberta

Youth Volunteer

Big City Regional Hospital Centre

March 2007 - Present
Big City, Alberta

ACTIVITIES

- Big City Freestyle Ski Club September 2005 - Present
- Big City High School Volleyball Team September - November 2008
- Big City Youth Choir September 2006 - May 2008

DEMONSTRATED SKILLS AND ABILITIES

Communication Skills:

- Provide friendly customer service to Big City Cinema patrons as an usher.
- Visit with patients of different ages as a volunteer at the Big City Regional Hospital Centre.
- Successfully presented a monologue, an Improv and skits during school Drama class.

Organization Skills:

- Organize activities, meals and bedtime routine for small children while babysitting.
- Complete duties efficiently as an usher at Big City Cinema.
- Successfully manage a part time job, homework and participation on sports teams and in a choir on a weekly basis.

Teamwork Skills:

- Dependable member of school's grade 9 volleyball team.
- Work with partner to deliver meal trays, fold linens and visit patients while volunteering at the Big City Regional Hospital Centre.
- Represented Zone 4 Freestyle Ski Team in the 2008 Alberta Winter Games.

REFERENCES

Available upon request

MARY WANTS A JOB

123 Career Avenue
Big City, Alberta A1B 2C3

403-987-6543
ilovefashion@hotmail.com

REFERENCES

Mr. Robert Star
Manager
Big City Cinema
Big City, Alberta
403-123-4567

Mrs. Mary Kidd
Neighbour
Big City, Alberta
403-234-5678

Ms. Karen Helper
Volunteer Coordinator
Big City Regional Hospital Centre
Big City, Alberta
403-345-6789

CODY NEWWORKER

RR 7
Big Town, Alberta
TOM 5K0
403-555-7842
ilovecars@hotmail.com

OBJECTIVE: Dependable, energetic, hardworking student looking for part time work in a mechanical shop. Strengths include technical, teamwork and problem solving skills.

EDUCATION AND TRAINING

Big Town Junior High School Grade 9

Awards:	Most Valuable Team Player	2008
	(Hockey)	
	Reserve Champion (4-H)	2007

Special Courses/Certificates:	Emergency First Aid/Level A CPR	2008
	Class 7 Alberta Drivers Licence	2008

WORK EXPERIENCE

Farm Helper	2002 - Present
Jack and Suzie Miller Family Farm	RR 4, Big Town, Alberta

Maintenance Assistant	May - August, 2008
Big Town Golf Club	Big Town, Alberta

Volunteer Worker	2006 - Present
Big Town Community Arena	Big Town, Alberta

ACTIVITIES

- Big Town Minor Hockey Team
2006 – 2008
Assistant Captain
(2007/2008)
- North Ridge 4H Beef Club
2004 - Present
President (2007/2008)
Vice President (2006/2007)

DEMONSTRATED SKILLS AND ABILITIES

Technical Skills:

- Operated tractor and back hoe when feeding cattle on family farm
- Helped with maintenance of farm machinery on family farm
- Operated and maintained lawn mowing equipment while working at Big Town Golf course

Teamwork Skills:

- Got along well with fellow employees while performing duties at the Big Town Golf Club
- Received Most Valuable Team Player Award for consistently respecting other hockey players
- Committed to working well with all club members as Vice President and President of the North Ridge 4H Beef Club

Problem Solving Skills:

- Able to detect many minor problems with farm machinery on the farm
- Responsible for assisting with organizing and setting up for various community events in the Big Town Community Arena
- Earned Reserve Champion Award for steer in 2007 by solving day to day problems of raising a calf for show

REFERENCES

Available upon request

CODY NEWWORKER

RR7

Big Town, Alberta, T0M 5K0

403-555-7842

ilovecars@hotmail.com

REFERENCES

Jim Putter

Manager

Big Town Golf Club

Big Town, Alberta

403-555-0098

Shaun Hereford

Club Leader

North Ridge 4H Beef Club

Minitown, Alberta

403-555-7999

Jack Hero

Coach

Big Town Minor Hockey Team

Big Town, Alberta

403-555-9999



RESUME TEMPLATE WORKING COPY

CONTACT INFORMATION

TIPS / EXAMPLES:

- Do not use abbreviations in your address. *Example:* Street not St., Alberta not AB
- List the phone number, including area code, where you can most easily be reached. You may include more than one number. *Example:* 403-123-4567 (H), 403-234-5678 (C)
- Include your email address only if appropriate!

NAME: _____

ADDRESS: _____

TOWN/CITY AND PROVINCE: _____

POSTAL CODE: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

OBJECTIVE

TIPS / EXAMPLES:

- Select a particular job, employer, industry or purpose for your resume.
- Include a listing of relevant skills in the Objective to attract the employer's attention. (Use skill checklists from "Get Smart: Know Your Skills" for skill identification.)
- *Example:* Outgoing, courteous, reliable student looking for part time work as a grocery store cashier. Strengths include communication, math and teamwork skills.
- Do not use "I" in the Objective statement.

EDUCATION

TIPS / EXAMPLES:

- Do not abbreviate school names. *Example:* Red Deer High School not R.D.H.S.
- Awards listed must be recent.
- Include any type of school-based awards you have received. *Example:* honours / academic, attendance, leadership, sports, etc.
- "Courses and Certificates" includes option, language and other special classes you take at school plus courses you take outside of school. *Example:* Driver's License, Lifesaving, Babysitting, First Aid, Hunter Education, WHMIS, etc.

NAME OF SCHOOL: _____

GRADE: _____

AWARDS (include title and year): _____

SPECIAL COURSES/
CERTIFICATES _____



WORK EXPERIENCE

TIPS / EXAMPLES:

- Includes part time or summer jobs, babysitting, paper route carrier, yard care, farm work, etc. as well as any volunteer work you have done.
- Listing the specific duties or tasks that were involved in your work will help you to identify the skills you have used or learned.
- "Dates Worked" requires month and year. *Example:* From: July 2008 To: February 2009.
- If you have worked for a number of years (eg. babysitting) you would put From: 2006 To: 2008.
- If you are still working write, "To: Present".
- Do not abbreviate the names of months. *Example:* December not Dec.
- *Examples:*

Babysitter

From: 2007 To: Present
Neighborhood families
Red Deer, Alberta

Front Counter Server

From: July 2008
To: October 2008
The Donut Café
Red Deer, Alberta

Children's Craft Helper

November 2008
Festival of Trees
Red Deer, Alberta

PAID EMPLOYMENT:

JOB TITLE:

DATES WORKED:

FROM: _____ TO: _____

PLACE OF EMPLOYMENT:

TOWN /CITY, PROVINCE:

DUTIES:

(The duties listed here will be used to provide proof of employability skills listed in the "Demonstrated Skills and Abilities" section on page 4. They will not appear on the final resume.)

- 1) _____
- 2) _____
- 3) _____

PAID EMPLOYMENT:

JOB TITLE:

DATES WORKED:

FROM: _____ TO: _____

PLACE OF EMPLOYMENT:

TOWN /CITY, PROVINCE:

DUTIES:

(The duties listed here will be used to provide proof of employability skills listed in the "Demonstrated Skills and Abilities" section on page 4. They will not appear on the final resume.)

- 1) _____
- 2) _____
- 3) _____



VOLUNTEER WORK:

TITLE: _____

ORGANIZATION: _____

DATES WORKED: _____

FROM: _____ TO: _____

DUTIES:

(The duties listed here will be used to provide proof of employability skills listed in the "Demonstrated Skills and Abilities" section on page 4. They will not appear on the final resume.)

1) _____

2) _____

3) _____

VOLUNTEER WORK:

TITLE: _____

ORGANIZATION: _____

DATES WORKED: _____

FROM: _____ TO: _____

DUTIES:

(The duties listed here will be used to provide proof of employability skills listed in the "Demonstrated Skills and Abilities" section on page 4. They will not appear on the final resume.)

1) _____

2) _____

3) _____

ACTIVITIES

TIPS / EXAMPLES:

- Include extracurricular activities that you are currently or have been recently involved in.
- Dates of membership / participation – see the "TIPS / EXAMPLES" section under "Work Experience".
- Name of club or team must be very specific so that the reader will have a clear idea of the type of club or team you are involved in. *Example: Red Deer Wildcats Junior Football Team, not The Wildcats.*

SPORTS:

NAME OF TEAM /ACTIVITY _____

DATES OF MEMBERSHIP /PARTICIPATION

FROM: _____ TO: _____

NAME OF TEAM /ACTIVITY _____

DATES OF MEMBERSHIP /PARTICIPATION

FROM: _____ TO: _____



CLUBS / ORGANIZATIONS:

NAME OF CLUB:
DATES OF MEMBERSHIP/
PARTICIPATION:

FROM: _____ TO: _____

NAME OF CLUB:
DATES OF MEMBERSHIP/
PARTICIPATION:

FROM: _____ TO: _____

HOBBIES AND INTERESTS:

DEMONSTRATED SKILLS AND ABILITIES

TIPS / EXAMPLES:

- Include the three employability skills you listed in your objective.
- To provide proof:
 - Ask yourself "How did I develop that skill?"
 - Review your Paid Employment, Volunteer Work and Activities sections of your resume for examples of how you developed these skills.
- Do not use "I" in your proof statements.
- Example:
 - Teamwork Skills
 - 1) Dependable member of school's basketball team.
 - 2) Worked well with others as a customer service clerk at the Red Deer Grocery Store.
 - 3) Produced a number of skits with classmates in school Drama class.

NAME OF SKILL: _____

PROOF OF SKILL: 1) _____
2) _____
3) _____

NAME OF SKILL: _____

PROOF OF SKILL: 1) _____
2) _____
3) _____

NAME OF SKILL: _____

PROOF OF SKILL: 1) _____
2) _____
3) _____



REFERENCES

TIPS:

- This will be a separate page that you would give to an employer only at an interview. If you indicated on your resume that references would be available upon request, do not submit the reference list with your resume.
- Provide complete, current contact information for your references.
- Phone your references to request their permission to include their names and contact information on your resume.

NAME OF REFERENCE:

JOB TITLE:

PLACE OF EMPLOYMENT:

TOWN/CITY, PROVINCE:

PHONE NUMBER OF REFERENCE:

NAME OF REFERENCE:

JOB TITLE:

PLACE OF EMPLOYMENT:

TOWN/CITY, PROVINCE:

PHONE NUMBER OF REFERENCE:

NAME OF REFERENCE:

JOB TITLE:

PLACE OF EMPLOYMENT:

TOWN/CITY, PROVINCE:

PHONE NUMBER OF REFERENCE:



RESUME CHECKLIST

In addition to containing a complete summary of your skills and experiences, your resume needs to look good to create a good impression of you.

Before submitting your resume, go through the following checklist:

- ☐ Sections of my resume are complete and provide detail.
- ☐ I have provided proof of my skills.
- ☐ Information in my resume is current.
- ☐ I have carefully read my resume looking for any errors to correct.
- ☐ I have asked at least one adult to read and check my resume.
- ☐ I have corrected any spelling or typing errors.
- ☐ I have not hand printed any additions or corrections.
- ☐ I have not used the word “I” anywhere in my resume.
- ☐ I have not used abbreviations or short forms.
- ☐ My resume is not longer than two pages.
- ☐ My resume is printed on white paper.
- ☐ Pages of my resume are paper clipped together, not stapled.
- ☐ My resume is not folded.
- ☐ I have contacted my references and received permission to use their names and contact information on my “References” list.